

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: October 16, 2024

POSITION VACANCIES

Classified

Building Custodian (FT)
Course Materials Coordinator (FT)
General Maintenance Technician, LLCC-Litchfield (FT)
IT Support Specialist I – 3 (FT)
Program Assistant, Adult Education & Literacy (FT)
Program Assistant, Aviation (FT)
Purchasing Coordinator (FT)

Professional

Application Developer I (FT)
Network Administrator I (FT)
Truck Driver Training Specialist (FT)

Administrator

Director, Continuing Education & Business Solutions (FT)

Full-time Faculty

Instructor, Construction Technologies
Instructor, Nursing

NEW HIRES

Samantha Cox	Building Custodian	10/17/2024
Lynn Giles-Harris	Career Coach & Internship Coordinator	11/01/2024
Diane Green	Facilities Office Coordinator	10/01/2024
Clayton Mason	Research & Analytics Associate II	11/04/2024
Rachel Shew	Donor Relations Coordinator	10/28/2024
Williemae Stephens	Building Custodian	10/10/2024

PROMOTIONS

Rhilee Cochran	Career Coach	10/21/2024
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TRANSFERS

Shelly Smothers

Student Success Advisor I

10/28/2024

RETIREMENTS

Vanessa Avery

Administrative Assistant, LLCC-Jacksonville

04/30/2025

Megan McCann

Database & Financial Reporting Analyst

12/31/2024